



Serve Delaware Executive Committee Meeting Minutes

Thursday, December 17, 2015

Williams State Service Center, Dover DE

9:17a.m. – 11:13a.m.

PURPOSE Executive Committee Meeting	ATTENDEES Commissioners Present (in person): Nancy Forster, Kanani Hines, Georgeanna Windley (By proxy): Sara Funaiock, Margarita Rodriguez-Duffy DSSC/SOV Staff Present: Renée Beaman, Cynthia Manlove, Luz Vasquez-Guzman, Charles Harris, Tara Wiggins, Guadalupe Castillo Murphy	NOTE TAKER Guadalupe Murphy
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BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 9:17 pm. by Nancy Forster, Chair of the Commission.

PUBLIC COMMENT – None

ROLL CALL – DETERMINATION OF QUORUM

Roll call was taken to determine a quorum of forty percent of the voting members of the Commission as required by the Bylaws.

Three voting commissioners and two electronic proxies from voting commissioners were in attendance by 9:17am and there was a quorum.

Proxies from Commissioners Sara Funaiock and Margarita Rodriguez-Duffy were sent to the Committee Chair of the Administration and Finance Committee of the Governor's Commissions on Community and Volunteer Service and read as follows: I hereby authorize Nancy Forster as a proxy holder for the Governor's Commissions on Community and Volunteer Service Business Meeting on Thursday December 17, 2015 to attend and vote on any matters brought before the Commission she deems appropriate.

APPROVAL OF CONSENT AGENDA – Nancy Forster

1. Approval of Agenda – October 30, 2015 (Revised)

- The order of the items on the agenda was revised as follows: Consent Agenda, Administration and Finance Committee, Delaware Volunteerism Committee, Program Oversight Committee, Executive Director Report and performance Support Measures/2016 Commission Support Grant and Mayor's Day of Recognition Task Force.

2. Approval of Minutes from the October 15, 2015 and the October 30, 2015 Executive Committee Meetings

Motion #1: Commissioner Rodriguez-Duffy moved to approve the revised consent agenda.

Second: Commissioner Hines seconded.

Vote: Yes: Commissioners Forster, Hines, Windley

Proxy: Commissioners Funaiock, Rodriguez-Duffy

All in favor. Motion was carried.

ADMINISTRATION AND FINANCE COMMITTEE

- Committee Task Forces for 2016: Commissioner Georgeanna Windley discussed the importance of having the Commission Committees filled and in order. In 2016 both Vice Chairs will need to discuss the processes and procedures for maintaining the Committees.

- Operational Calendar for 2016: Commissioner Windley provided an update on the construction of the 2016 Administration Calendar. The calendar is now with the SOV Administrative Specialist who is currently populating the calendar with the SOV dates. Committee Chairs were asked to send any additional dates or time period that still needs to be added to the SOV Admin by the beginning of 2016 so that it can be distributed to all the Commissioners at the January 11 meeting.

If any meetings need to be added the Committee Chairs must notify the Administrative Specialist (Lupita) to ensure there that there aren't any conflicts with other already scheduled meetings. This will also apply to any meetings that will need to be cancelled to ensure all Committee Members are notified of the cancellation. Luz Vasquez-Guzman will ensure that someone from SOV staff will serve as backup to the Administrative Specialist.

Additional, all 2016 Full Commission Meetings will be held at the Williams State Service Center in Dover and all Executive Committee Meetings will be held at the Smyrna State Service Center. Locations were chosen so that no Commissioner would have to drive over an hour to attend a meeting. If any meetings need to be changed prior notice will need to be submitted in advance. The proposed 2016 meeting dates will be discussed at the January Full Commission Meeting.

Several Commissioners expressed that an alternating schedule of locations between NCC, Kent and Sussex County would be helpful so that Commissioners do not always have to go to Dover every other month for Full Commission Meetings.

- State Service Plan: The next State Service Plan meeting will be held on January 11 following the Full Commission Meeting.
- Financial Reports: Charles Harris, the AmeriCorps Program Director presented the November financial reports that were distributed to the Executive Committee members on 12/10/15. The November report will be presented at the January 11, 2015 Full Commission Meeting with notations on any items that are in red.

DELAWARE VOLUNTEERISM COMMITTEE

Commissioner Sara Funaiock reported that the committee will be meeting following today's Executive Committee Meeting to discuss the Governor's Youth Volunteer Service Awards.

Senior Administrator, Luz Vasquez-Guzman will send a letter to Executive Director on behalf of the State Office of Volunteerism.

The Executive Committee was notified that the Executive Director of the Joshua M. Freeman Foundation had reached out to the State Office of Volunteerism for feedback on the selection process for the 2015 Governor's Outstanding Volunteer Awards. Staff who orchestrated the Governor's Awards then reached out to members of the Selection Committee who are Commissioners to please take the time to talk to the Executive Director since they were part of the committee that selected the 2015 recipients that were then submitted to the Governor's Office.

The Commission Chair Nancy Forster stated that she did not feel it was appropriate to speak on behalf of the Selection Committee since the Governor's Awards are initiatives of the State Office of Volunteerism and the Commissioners were simply reviewers who make suggestions. The State Office of Volunteerism is responsible for selecting recipients.

The selection committee and review process will need to be revised and formalized. It was suggested that it might be better to include a variety of reviews made up of Commissioners, staff and outside volunteers.

PROGRAM OVERSIGHT COMMITTEE

Commission Vice-Chair Kanani Hines reported that the sub grantee Program Directors of the various AmeriCorps

programs met for their monthly meeting. Additionally, the Program Directors were able to meet with the Commission liaisons for their programs. Two additional liaisons are needed, one for DE State Parks and another for Great Oaks.

An additional reader is needed to review the 2016-2017 grant applications. Email invitations have been sent to the commissioners and if anyone is interested in being a reviewer to please contact Kanani. The Program Oversight Committee will be meeting on January 7, 2016 at the Herman Holloway Campus for final selection of grant applications and all Commissioners are invited to attend.

EXECUTIVE DIRECTOR REPORT

Executive Director Luz Vasquez-Guzman presented her monthly report that was previous distributed to committee members.

PERFORMANCE SUPPORT MEASURES/2016 COMMISSION SUPPORT GRANT

Commission Chair Nancy Forster stated that performance measures need to be developed and set in place to monitor the Commission's performance and successes in 2016.

MAYOR'S DAY OF RECOGNITION FOR NATIONAL SERVICE TASKFORCE

Commissioner Crystal Biles had requested that the Commission form a committee or taskforce to promote a maximum participation of Majors and County Executive in the Major's Day of Recognition for National Service. The committee members would include Commissioner Biles and representatives from the Commission and SOV staff. Crystal Biles will discuss this at the January Commission meeting.

ADJOURN

Motion #3: Commissioner Hines moved that the Commission meeting be adjourned.

Second: Commissioner Forster seconded the motion.
All in Favor. Motion is carried.

Meeting was adjourned at 11:13 AM.

Submitted by:
Margarita Rodriguez-Duffy, Commission Secretary